Office of Law Department Narrative

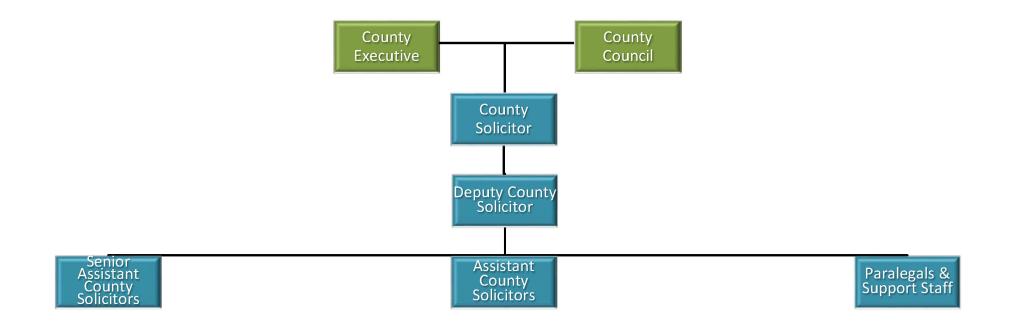
Department Description:

The Office of Law, administered by the County Solicitor, is the legal advisor to the Executive Branch of the Howard County Government. The Office provides advice and legal opinions on matters at the request of the County Council, department heads, and numerous boards and commissions. The Office of Law provides legal review of legislation considered by the County Council. The Office represents Howard County in legal actions brought by and against the County in State and federal courts. The Office of Law drafts and reviews all legal documents and contracts entered into by Howard County.

Outlook : (What is new or different about this years budget?)

This is a continuation budget

Office of Law Department Organizational Chart



Office of Law Department Personnel Summary							
Classification	Grade	FY 2018 Authorized	FY 2019 Proposed				
1412 - ADMINISTRATIVE TECHNICIAN	GG	6.00	6.00				
1413 - ADMINISTRATIVE ASSISTANT	GI	1.00	1.00				
1505 - ATTORNEY	GM	7.00	5.00				
1507 - SENIOR ATTORNEY	GN	0.00	2.00				
1511 - PRINCIPAL ATTORNEY	GO	9.00	9.00				
1515 - DEPUTY ATTORNEY	GP	1.00	1.00				
1517 - COUNTY SOLICITOR	GQ	1.00	1.00				
SBFS Total		25.00	25.00				

Office of Law Department Expenditure Detail

01 - General Fund						
	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
1400000000 - Office of Law						
50 - Personnel Costs Total	3,571,227	3,724,332	3,724,059	3,812,301	87,969	2.36%
51 - Contractual Services Total	212,884	265,909	265,909	248,266	-17,643	-6.63%
52 - Supplies and Materials Total	82,495	76,500	76,500	76,500	0	0.00%
58 - Expense Other Total	7,701	12,960	12,923	16,388	3,428	26.45%
1400000000 - Office of Law Total	3,874,307	4,079,701	4,079,391	4,153,455	73,754	1.81%
01 - General Fund Total	3,874,307	4,079,701	4,079,391	4,153,455	73,754	1.81%
1400 - Office of Law Total	3,874,307	4,079,701	4,079,391	4,153,455	73,754	1.81%

Office of Law Division Detail

Division Narrative: 1400000000 - Office of Law

Fund: General Fund

Narrative :

Office of Law Division Detail

Divison Personnel Summary: 1400000000 - Office of Law

Fund: General Fund

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1412 - ADMINISTRATIVE TECHNICIAN	GG	6.00	6.00
1413 - ADMINISTRATIVE ASSISTANT	GI	1.00	1.00
1505 - ATTORNEY	GM	7.00	5.00
1507 - SENIOR ATTORNEY	GN	0.00	2.00
1511 - PRINCIPAL ATTORNEY	GO	9.00	9.00
1515 - DEPUTY ATTORNEY	GP	1.00	1.00
1517 - COUNTY SOLICITOR	GQ	1.00	1.00
Total Positions		25.00	25.00

Office of Law Division Detail

Division Expenditure Detail : 1400000000 - Office of Law

Fund: General Fund

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
00000000 - General Fund						
nded Program : 99999999999999999999 - Administration						
500100 - Salary-Regular	2,729,799	2,810,287	2,811,373	2,914,385	104,098	3.70%
500900 - Salary-Overtime	0	2,500	0	2,500	0	0.00%
501100 - Benefits-FICA	189,914	201,024	202,756	209,008	7,984	3.97%
501300 - Benefits-Health Insurance	312,500	359,375	359,375	348,750	-10,625	-2.96%
501500 - Benefits-Retirement	336,594	348,476	347,885	335,155	-13,321	-3.82%
501700 - Benefits-Workers Compensation	2,420	2,670	2,670	2,503	-167	-6.25%
50 - Personnel Costs Total	3,571,227	3,724,332	3,724,059	3,812,301	87,969	2.36%
510200 - Telecommunications Wired	24,907	18,441	18,441	18,382	-59	-0.32%
510300 - Printing	9,184	10,000	10,000	10,000	0	0.00%
510500 - Copier Charges	6,770	9,066	9,066	8,213	-853	-9.41%
511310 - Radio Maintenance	726	494	494	432	-62	-12.55%
511900 - Software Maintenance	0	4,000	4,000	4,000	0	0.00%
513100 - Mileage	1,409	5,000	5,000	5,000	0	0.00%
513110 - Ground Transportation	543	3,000	3,000	3,000	0	0.00%
513200 - Lodging	1,889	6,500	6,500	6,500	0	0.00%
513300 - Meals	1,214	1,500	1,500	1,500	0	0.00%
513500 - Conferences & Seminar Fees	5,854	17,500	17,500	10,000	-7,500	-42.86%
513900 - Other Travel Expenses	2,300	3,500	3,500	3,000	-500	-14.29%
514700 - Data Processing Services	145,859	156,798	156,798	147,854	-8,944	-5.70%
515900 - Other Contractual Services	1,943	20,000	20,000	20,000	0	0.00%
516820 - Association & Membership Dues	6,066	5,500	5,500	5,500	0	0.00%
517300 - Building & Contents Insurance	2,860	3,740	3,740	3,994	254	6.79%
517500 - General Liability Insurance	1,360	870	870	891	21	2.41%
51 - Contractual Services Total	212,884	265,909	265,909	248,266	-17,643	-6.63%
520100 - Office Supplies	8,517	9,000	9,000	9,000	0	0.00%
520350 - Textbooks	73,188	66,000	66,000	66,000	0	0.00%
521400 - Subscriptions & Publications	790	1,500	1,500	1,500	0	0.00%
52 - Supplies and Materials Total	82,495	76,500	76,500	76,500	0	0.00%

Office of Law Division Detail

Division Expenditure Detail: 1400000000 - Office of Law

Fund: General Fund

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
1000000000 - General Fund						
Funded Program : 99999999999999999900 - Administration						
581059 - Direct Cost Conversion-GIS	7,701	12,923	12,923	16,005	3,082	23.85%
581097 - Indirect Cost Conversion	0	37	0	383	346	935.14%
58 - Expense Other Total	7,701	12,960	12,923	16,388	3,428	26.45%
99999999999999999900 - Administration Total	3,874,307	4,079,701	4,079,391	4,153,455	73,754	1.81%
1000000000 - General Fund Total	3,874,307	4,079,701	4,079,391	4,153,455	73,754	1.81%
1400000000 - Office of Law Total	3,874,307	4,079,701	4,079,391	4,153,455	73,754	1.81%